

MEMORANDUM FOR: ✓ Deputy Services Officer (O)
Deputy Services Officer (C)
Division Chiefs (O)

FROM: Services Officer

SUBJECT: Issuance of Instructions and Operating Procedures

1. The following directions received from the Executive are quoted for your information and strict compliance:

"In the future written instructions from individual offices of the Executive which have Agency-wide application will be issued over the signature of the Executive. Such issuances will be published as CIA Notices or Administrative Instructions, rather than A&M Operating Procedures, etc. Instructions to be issued by your office are restricted to your own internal operations."

2. Where it is deemed necessary to issue instructions having Agency-wide application, the Division Chief will forward a memorandum request to the Services Officer outlining the instructions and/or procedures to be issued. Any doubt as to the Agency-wide application of a memorandum to be issued over the signature of a Division Chief for other CIA offices will be forwarded to the Services Officer for final determination.



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MEMORANDUM FOR: The Services Officer
The Budget Officer
The Personnel Officer

SUBJECT: A&M Operating Procedures

1. In the future written instructions from individual offices of the Executive which have Agency-wide application will be issued over the signature of the Executive. Such issuances will be published as CIA Notices or Administrative Instructions, rather than A&M Operating Procedures, etc. Instructions to be issued by your office are restricted to your own internal operations.

2. Issuances now in effect published as A&M Operating Procedures, etc., having Agency-wide application, will be revised by the appropriate office of the Executive and submitted to the Executive for re-issuance.

(Signed)

CAPTAIN, USN
Executive

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